

<p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">27-13-02</p> <p>Date Filed</p> <p style="text-align: center;">Not on file with LRC</p>	<p>Total Pages</p> <p style="text-align: center;">5</p> <p>Effective Date</p> <p style="text-align: center;">February 15, 2006</p>
<p>Authority/References</p> <p>KRS 196.030, 196.035, 439.600, 439.630 P & P ACA Standard 3-3061, 3-3082, 3-3085, 3-3101, 3-3147, 3-3150, and 3-3151</p>	<p>Subject</p> <p style="text-align: center;">USE OF MENTAL HEALTH STAFF</p>	

I. DEFINITIONS

As used in this document, the following definitions apply:

“District Supervisor” means an employee of the Kentucky Department of Corrections Division of Probation and Parole charged with the supervision of staff in a designated operational area.

“Mental Health Staff” means an employee of the Kentucky Department of Corrections Division of Mental Health.

“Mental Health Supervisor” means an employee of the Kentucky Department of Corrections Division of Mental Health charged with supervision of other employees of that division.

“Outside Treatment Provider” means an agency or individual not employed by the Kentucky Department of Corrections who provides treatment of any type to an offender supervised by the Division of Probation and Parole.

II. POLICY AND PROCEDURE

A. The Division of Probation and Parole shall utilize mental health staff in each district to ensure the proper delivery of treatment and treatment related services to all offenders.

1. Mental health staff shall perform the following duties with relation to outside treatment providers:
 - a. Review a proposed program to ensure the appropriateness of the program for use with offenders supervised by Probation and Parole.
 - b. Conduct an annual review of each program used for referral of Probation and Parole offenders to ensure continued quality and appropriateness of service.

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- c. Review the inventory of community resources used for referral of Probation and Parole offenders to ensure that all offenders have equal access to programs. (3-3150)
 - (1) Male and female offenders should have equal access to services. (3-3147)
 - (2) The special needs of certain offenders should be addressed and programs initiated or supported to provide for those needs. (3-3151)
 - d. Seek additional programs to meet the collective service needs of the offender population in each district when deficiencies exist.
 - e. Create and lead programs for offenders when other resources are not available.
 - f. Investigate allegations of inappropriateness or impropriety lodged against a program by an offender, employee of the Division of Probation and Parole, or other source.
- 2. Mental health staff shall perform the following duties related to treatment of offenders:
 - a. Receive referrals from Probation and Parole Officers for offenders whom the officer believes need or have been ordered to complete treatment of any type.
 - b. Review all case materials of an offender in order to evaluate the offender's treatment needs
 - c. Interview an offender in order to evaluate the offender's needs and establish a workable treatment plan using either in-house programs or outside treatment providers as necessary.
 - d. Provide in-house treatment programs to address the needs of offenders when outside treatment providers are not available.
 - e. Conduct follow-up contacts with outside treatment providers to ensure the participation of the offender and any progress gained
 - f. Perform other tasks needed to ensure that an offender receives appropriate treatment and is amenable to that treatment
 - g. Maintain communication with the Probation and Parole Officer on the status of each offender and make referral back to the officer if

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the offender refuses treatment, is not amenable to treatment, completes treatment, or fails to complete treatment.

B Probation and Parole shall assume responsibility for the immediate supervision of each member of the mental health staff assigned to work within the division. This responsibility shall be carried out by the District Supervisor of the respective district to which the mental health staff member is assigned. This supervision shall include:

1. The tracking of time in attendance, scheduling, payroll, and leave issues.
 - a. The mental health staff member shall request leave from the District Supervisor in the assigned district.
 - b. The mental health staff member shall forward a schedule or itinerary to the District Supervisor each week for review.
 - c. Adjustments in schedule are encouraged to meet the needs of the offender population. Such adjustments should be approved by the District Supervisor.
2. The initiation of any immediately necessary disciplinary action and the issuance of paperwork for such actions.
3. The District Supervisor shall forward a report outlining any issues, or lack thereof, in these areas to the Mental Health Supervisor by the fifth working day of January for inclusion in the employee's annual evaluation.

C. The performance of mental health staff shall be evaluated by a Mental Health Supervisor to ensure that proper services and referrals are being provided to offenders.

1. A Mental Health Supervisor shall conduct a case audit on an annual basis to ensure the proper case management of offender treatment issues.
 - a. The Mental Health Supervisor shall audit a number of cases adequate to ensure that proper referral and follow-up are being conducted.
 - b. The Mental Health Supervisor shall address:
 - (1) The timeliness of referrals to outside service providers.
 - (2) The follow-up contacts made to ensure offender compliance.

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- (3) The action taken when an offender fails to comply.
 - (4) The timeliness of referral back to the case officer when further action is needed.
 - c. In addition to review of individual cases, the Mental Health Supervisor shall address the proper completion of new program and annual program reviews.
 - d. The results of this audit shall be provided in writing to the Probation and Parole District Supervisor, the Probation and Parole Administrator of Field Services, and the Alcohol and Other Drug Abuse Supervisor of the Division of Mental Health.
2. The Mental Health Supervisor shall evaluate the staff member through the prescribed employee evaluation process. (3-3061) Input shall be sought from the District Supervisor on certain time related issues as outlined in section B of this policy.
- D. Mental health staff shall work in cooperation with all employees of the Division of Probation and Parole to ensure the proper operation of each Probation and Parole district.
1. Mental Health Staff shall function as an integral part of all field operations of the Division of Probation and Parole.
 2. Mental health staff shall follow all policies and procedures of the division and the respective district with regard to file confidentiality, security, usage, and destruction of offender case files and offender treatment files. (3-3101)
 3. Mental health staff shall follow all policies and procedures of the division and the respective district with regard to office safety and security.
 - a. A person being seen by mental health staff in secured areas of an office shall be checked for weapons prior to gaining entry into that area. It shall be the responsibility of the District Supervisor to assign Probation and Parole Officers to conduct such checks.
 - b. Mental health staff shall coordinate offender contacts with district schedules to ensure that at least one Probation and Parole Officer or Supervisor is present in the building during each interview. Interviews shall not be conducted in a vacant office setting.
 4. Mental health staff shall attend all monthly district staff meetings and other district meetings at the direction of the District Supervisor. Mental

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health staff shall be encouraged to have input into these meetings as appropriate to their duties.

E. Mental health staff shall receive training as follows:

- 1, New mental health staff shall receive 40 hours of orientation training before undertaking their assignments. This orientation training shall include at a minimum, the following: (3-3082)
 - a. orientation to the purpose, goals, policies, and procedures of the Division of Probation and Parole and the Department of Corrections.
 - b. working conditions and regulations within the Probation and Parole district
 - c. employee's rights and responsibilities
 - d. an overview of the correctional field.
2. Each mental health staff member shall receive 40 hours of training in addition to orientation training during their first year of employment and 40 hours of training every year thereafter. (3-3085)
 - a. This training shall include 16 hours provided by the Division of Probation and Parole in general offender management and security areas.
 - b. This training shall include at least 24 hours coordinated by the Division of Mental Health in clinical/practical areas related to specific job functions of the mental health staff.
3. A Mental Health Supervisor shall ensure that training requirements are met by each mental health employee on an annual basis.